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TRAINING ACTIVITIES

OFFICE OF LOGISTICS

1. Logistics Trainees

During July the Logistics Trainees were engaged in the following activities:

25X1A9a

[REDACTED] OJT in Supply Division and Procurement Division  
- OJT in Supply and Printing Services Divisions  
- OJT in Supply Division  
OJT in Transportation Division.

2. Internal Training

During July the following Logistics employee participated in OTR-conducted courses:

Americans Abroad Orientation - [REDACTED]

25X1A6a

25X1A9a

3. External Training

The following Office of Logistics employees participated in external training programs during July:

25X1A9a

[REDACTED] Special Warfare School, Fort Bragg, N.C.  
8-12 July 1963

[REDACTED] Jr. )  
) - Cost and Price Analysis and Negotiation  
Technique, Defense Procurement Training  
Program, Navy Department, Wash., D.C.  
29 July - 16 August 1963

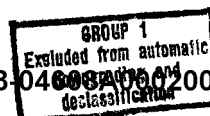
[REDACTED] - Virginia Fire Training Course,  
State Industrial Education Division,  
Staunton, Virginia  
25 - 28 July 1963

25X1A9a

[REDACTED] - Basic Ammunition Inspectors Course,  
Ordnance Surveillance Ammunition Maintenance  
School, Savanna Ordnance Depot,  
Savanna, Illinois  
15 July - 18 October 1963

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4. Logistics Orientation

We are planning to conduct a one-day Logistics Orientation for all Logistics careerists returning from overseas. In order to accommodate the 35 returnees, we will schedule three sessions during the next  $2\frac{1}{2}$  months. Each division and staff in OL will participate in this orientation program.

5. Other Training

We are exploring with OTR, the possibility of presenting approximately one and one-half days instruction of Logistics subjects in the OTR-conducted "Budget and Finance Procedures Course." The students in this course are usually Administrative Assistants preparing for overseas assignments to small stations. These administrative people will be responsible for Logistics activities at these small stations, and we feel that by providing instruction in the fields of Supply, Transportation, Procurement and Real Estate, we can better equip them to perform more effectively.

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